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1. The first step in the process is to identify the problem. This involves gathering information about the situation and understanding the needs of the stakeholders involved.

2. Once the problem is identified, the next step is to develop a plan. This involves setting goals, identifying resources, and determining the steps that need to be taken to address the problem.

3. The third step is to implement the plan. This involves putting the plan into action and monitoring progress to ensure that the goals are being met.

4. Finally, the fourth step is to evaluate the results. This involves assessing the effectiveness of the plan and making adjustments as needed to improve the outcome.

By following these steps, you can effectively address any problem that arises in your organization.

06/28/01

ISSUE CLASSIFICATION	
Class	Subclass

PATENT NUMBER

U.S. UTILITY Patent Application

O.I.P.E. SCANNED <i>PC2</i> Q.A. <i>TC</i>	PATENT DATE
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APPLICATION NO. 09/896094	CONT/PRIOR F	CLASS 369 430	SUBCLASS 41250 2704	ART UNIT 2651 1756	EXAMINER Portos
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APPLICANTS

Masataka Shinoda

TITLE

Recording medium, recording and reproducing method and recording and reproducing apparatus

PTO-2040
12/99

ISSUING CLASSIFICATION															
ORIGINAL				CROSS REFERENCE(S)											
CLASS				SUBCLASS		CLASS		SUBCLASS (ONE SUBCLASS PER BLOCK)							
INTERNATIONAL CLASSIFICATION															

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<input type="checkbox"/> TERMINAL DISCLAIMER	DRAWINGS <div>Sheets Drwg.</div> <div>Figs. Drwg.</div> <div>Print Fig.</div>		CLAIMS ALLOWED <div>Total Claims</div> <div>Print Claim for O.G.</div>	
<input type="checkbox"/> The term of this patent subsequent to _____ (date) has been disclaimed.	<div>_____ (Assistant Examiner) _____ (Date)</div> <div>_____ (Primary Examiner) _____ (Date)</div> <div>_____ (Legal Instruments Examiner) _____ (Date)</div>		NOTICE OF ALLOWANCE MAILED <div>_____</div>	
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<input type="checkbox"/> The term of this patent shall extend beyond the expiration date of U.S. Patent. No. _____ <div>_____</div> <div>_____</div>			ISSUE BATCH NUMBER <div>_____</div>	
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